

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Office of Land Use Coordination  
Washington

May 10, 1940.

MEMORANDUM NO. 65

MEMORANDUM TO FIELD FLOOD CONTROL COORDINATING COMMITTEES  
(Through BAE, FS, and SCS)

Subject: Budget Estimates Fiscal Year 1941.

For the fiscal year beginning July 1, 1940 a single flood control allotment will be made to each region or station of the respective Bureaus. The allotment made to each region or station will be the amount available to finance its field flood survey activities for the entire fiscal year. The allotments will be made on the basis of a budget estimate which is to be prepared by each region or station and covering only its portion of the work, on Form FC-8 which accompanies this memorandum.

Since only one fiscal account will be necessary in each regional office, it will be necessary to maintain a management record of costs and progress to insure reasonable adherence to the individual survey and other budgets approved by the Flood Control Advisory Committee. (Information and instructions regarding the management record of costs and progress will be set up before the beginning of the next fiscal year.)

The budgets which are now being called for on Form FC-8 are to be prepared according to the following information and instructions. These should be studied carefully before preparing the estimates for the various activities involved.

1. In column 1, name, title and grade of all personnel should be shown and in columns 2, 4, 6, etc., the number of months to the nearest month will be shown for the respective activities. In columns 3, 5, 7, etc., salaries to the nearest dollar for the period will be shown. The figures in column 26 should not add up to more than 12 months while those in column 27 may be slightly over or under the full yearly salary rate.

2. The funds available for flood survey purposes next fiscal year are such as to prevent an increase in the present personnel load for the country as a whole. It is important, wherever possible, that provision for personnel to handle additional studies not now provided for in existing work outlines or plans be taken care of by using people now assigned to other phases of flood survey activities.

The personnel and positions listed should be confined to the people now carried on the flood control payroll except those who may be temporarily off the payroll and on other assignments but considered a part of the re-





quired flood survey organization. In exceptional cases additional positions may be included provided they are fully justified by a separate statement accompanying this budget schedule.

3. Only those people in the respective regional offices who are giving their attention to the over-all direction and facilitation of the flood control program should be listed in the columns under regional administration. These will be the Working Committee member, his full-time assistant or assistants in directing the over-all flood control program, together with their stenographers and such clerks as may be employed in handling payroll and fiscal matters. Flood control personnel stationed in the regional office but functioning as technicians should be provided for in the appropriate columns but not shown as a part of regional administration. No part of the Field Coordinating Committee members' salaries should be included but provision should be made for their travel in connection with flood survey activities.

4. The preliminary examination estimate should provide only for the completion of those now underway and not completed by June 30, 1940. (In those regions where it appears that there is not a sufficient number of preliminary examinations now underway or completed to provide a basis for new surveys to be initiated in the latter part of the fiscal year 1941 and the fiscal year 1942, a list, justification and estimate of costs of such proposed preliminary examinations may accompany Form FC-8 for the consideration of the Flood Control Advisory Committee.)

5. Survey work outlines in the future must be submitted not less than three months prior to the time it is necessary to approve the next survey to be undertaken by present personnel. The portion of the budget under the column "Survey Work Outlines and Advance Studies" should be only for those services needed to prepare work outlines for those surveys to be initiated on or before January 1, 1942. Indicate by footnote the name of the watershed or watersheds provided for in this portion of the estimate.

6. The spaces above columns 8 to 25 are left blank for the name of the surveys now underway or for the name of those surveys which have been approved for initiation within the fiscal year. In those cases where the present flood survey party will complete its survey during the fiscal year and no selection has as yet been made as to the next watershed to be undertaken, the column should be headed "New Survey". Where a budget for an individual survey has been approved by the Flood Control Advisory Committee, the figures inserted in the respective survey column should be in conformity with that budget. Any exception to this must be explained and justified. Where the budget for a new survey has been proposed but not approved by the Advisory Committee, the estimate should conform to that budget. Where a new survey budget has not been proposed, the estimate should be based on the previous rate of expenditure for the party.

7. Where the field has been instructed to gather additional information or revise reports of surveys already completed, provision for such additional work should be shown in a survey column under the name of the watershed involved and with a notation that it is for revision.





8. You should list on a separate sheet those people now on your flood survey payroll who do not appear on your budget estimate or who appear only part-time and who will not be provided for from some other appropriation available to your region. In addition to the name of the person, the separate sheet should show the salary, grade and title of the individual, as well as the date and period when his services will be surplus. This will provide an opportunity for the Washington office to arrange for transfers of personnel to other regions where vacancies may exist.

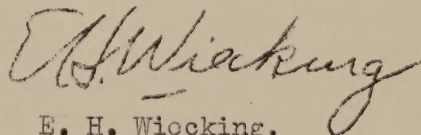
9. No provision should be made in this estimate for the cost of the services to be rendered by the Weather Bureau and the U. S. Geological Survey, or for those appraisals to be made for the Corps of Engineers which are financed on a reimbursable basis. The need for and the amount of a revolving fund to finance reimbursable appraisals should be indicated in a supplemental statement and based on requests already received from the Corps of Engineers.

Since cars, trucks and infiltration equipment will in the future be purchased out of funds held in Washington, these items should not be included in your estimate.

10. Space is provided for the insertion of the estimated unobligated balance of each activity at the end of the present fiscal year. The actual balance reflected by the books of the fiscal office on June 30 will be withdrawn under the policy established by the office of Budget and Finance. The allotment made at the beginning of the year will be for the amount of the approved estimate irrespective of the unobligated balances in the various allotments at the end of the present year.

11. Four copies of the estimates for each region or station must be forwarded so as to be received by its respective Bureau in Washington not later than June 1, 1940. While not necessary, it is suggested, where time will permit, that clearance be obtained from the various Field Committee or Working Committee members and this indicated by initialing the respective column or columns with which they are concerned.

Very truly yours,



E. H. Wiccking,  
Associate Land Use Coordinator,  
In Charge, Flood Control Coordination.

